



**OFFICE OF THE ASSISTANT COMMISSIONER
CENTRAL EXCISE & SERVICE TAX DIVISION
KIRAN MEDICAL HALL BUILDING:: 2ND FLOOR
OLD R.M.S. CHOUMOHANI:: AGARTALA
Phone No.: 0381-2324101,2300354 # FAX No. 0381-2304099
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C.No.II((39)01/ACCTS/CE/ACA/2016/

Dated: 10.04.2017

TENDER NOTICE NO.02/2017

**QUOTATION FOR HIRING OF VEHICLE FOR OFFICE THE ASSISTANT COMMISSIONER,
CENTRAL EXCISE & SERVICE TAX, Division, Agartala**

- A.** Assistant Commissioner, Central Excise & Service Tax, Division, Agartala invites reputed service providers i.e. a well established Taxi agency/ travel agencies/ firm (hereinafter referred to as the agency/service provider) to quote competitive rates for providing vehicle on hire for its official use on monthly basis, for the Financial year 2017-18, as per the requirement mentioned hereunder:

Sl. No	Category	No. of Vehicle Required	Maximum amount payable (in Rs.)
1.	One small size vehicle To be used for official purpose through the month (upto 2000 K.M.)	01 (ONE)	30,000/- (exclusive of Service Tax)

B. Submission of the Quotation:

1. The quotations may be sent by post or delivered at the office.
2. Interested agencies are requested to submit their quotation/tender in two parts in two separate sealed covers, one containing "**Technical Bid**" and the other containing "**Financial Bid**". Both these bids should be kept together in another sealed cover superscripted as "**Quotation for Hiring Vehicle**". The format of the Technical Bid and Financial Bid is enclosed as Annexure . A and Annexure . B
3. The quotations in sealed covers should be sent to the Assistant Commissioner, Central Excise & Service Tax, Agartala, Kiran Medical Hall Building, RMS Chowmohani, Agartaala . 799001.
4. The quotation in the sealed cover containing the Financial and Technical Bids must reach the designated office **on or before 25.04.2017 before 12.00 Hrs.** Bids received after the due date/time will not be entertained.
5. The received **bids shall be opened in this office on 25 .04.2016 at 14.00 Hrs.** in the presence of the authorized representatives of the bidders. All the bidders are informed to be present in person or through an authorized representative on the aforementioned time and date in this office.
6. Incomplete quotation or bids not accompanied with the required and supporting documents or Quotations not contained in a sealed envelope or received later than

stipulated time shall be summarily rejected without assigning any reason and without any communication.

7. This office reserves the right to reject any bid without assigning any reason.
8. The validity of the quotation shall be for 3 months from the date of its receipt in this office.
9. The rates quoted shall be valid for one year from the date of awarding the work of hiring vehicle for Assistant Commissioner, Central Excise & Service Tax, Agartala, Kiran Medical Hall Building, RMS Chowmohani, Agartala-799001
10. The financial bid must mention the rates to be charged by the agency (contracted vehicle provider) as per the following terms & conditions.

C. TERMS & CONDITIONS FOR THE BIDS

The service provider shall agree to and sign the following terms and conditions:

1. The bidder must be a Proprietor/Partnership firms/Registered company.
2. The vehicle provided under the contract must be properly and comprehensively insured and should carry necessary permits/clearances, including pollution clearance certificate, from the concerned State Transport Authority or any other concerned authority.
3. Vehicle should be provided on Saturdays/Sundays or any other holidays at the request of hiring department.
4. The financial bid to be submitted by interested bidders shall indicate individually the rates per month to be charged for the vehicle hired, rates for extra kilometers travelled, Service Tax payable as per applicable rates (if Service Tax applicable) and other financial terms & conditions.
5. The Agency whose bid is found to be acceptable by this office shall prior to the engagement of its services certify in writing to this office that the terms and conditions of the tender have been read and understood.
6. The vehicle shall be provided for the exclusive use of this office and shall not be used by the contracted agency for any other purpose.
7. In case of any mishap/accident, all the claims arising there from, shall be met by the vehicle provider.
8. The vehicle provided for hire should be of latest model (not older than 2-3 years) and also in good running condition and should not have run more than 35000 Kms. as on date of submission of tender. The service provider should mention the year of manufacture of the vehicle in the Annexure %A+.
9. The vehicle should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicle should not have any accident history. Vehicle must be provided with a dedicated driver, who must be well behaved and possessing driving experience of not less than 4 years.

10. Road worthiness of the vehicle shall be ensured at all times by the vehicle provider. The service provider will conduct fortnightly cleaning & washing as well as servicing (as and when due) of the vehicle.
11. The driver of the vehicle provided shall observe proper etiquette, politeness and protocol while performing his duty and shall be neatly and properly dressed. He/she must carry a mobile phone in proper working condition, for the usage of which no separate payment shall be made by this office.
12. The service provider shall ensure compliance with all labour laws in force.
13. The service provider must submit an undertaking that neither he nor his firm has been blacklisted by any organization/govt. department for any reason as on the date of submission of the bid.
14. The service provider shall ensure that the odometer of the vehicle provided is properly sealed so that no tampering is done with unnecessarily to inflate the distance travelled. Reading of mileage & duty time shall be counted from the reporting point to the relieving point.
15. The contract for hiring the vehicle shall be for the financial year 2017-18.
16. The service provider must provide the name and address of the driver and a police verification report along with an attested copy of the driver's license clearly indicating the license number while submitting the agency's acceptance offer. Once the hiring commences, the driver deployed with the vehicle will be changed/retained only on the recommendation of this office.
17. LPG Cylinders must not be used as fuel for running the vehicle in any case.
18. The service provider shall maintain a record of journeys performed by the hired vehicle in a log book system which shall be verified by an officer in charge of hired vehicle in the Central Excise and Service Tax Division, Agartala.
19. Only the mileage verified by the vehicle in . charge shall be taken into consideration by this office at the time of making payment to the contracted agency.
20. The service provider shall provide or arrange to provide alternate vehicle/s in case of any shortfall or breakdown of the operational vehicle/s.
21. In case of non-reporting of vehicle/driver due to breakdown or any other reasons or if the vehicle does not report within the reasonable time or does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the service provider. In addition to above, a penalty of Rs. 2000/-per day, per vehicle shall be deducted from the amount payable to the agency.
22. In case of misbehavior of the driver or its failure to meet any of the agreed/accepted terms and conditions, a penalty of Rs. 500/- per instance shall be charged on the contracted agency / vehicle provider.
23. Toll tax and parking charges shall be reimbursed by this office to the contracted agency upon submission of necessary documentary evidence for payment of the same.

24. In the event of any unsatisfactory performance, either of the vehicle/s or of the driver and /or non compliance with the terms & conditions of the contract, the contract shall be terminated without assigning any reasons whatsoever.
25. The bill for payment of the hiring charges shall be submitted to this office by the contracted agency at the beginning of the following month, duly certified by the officer in charge of hired vehicle in this office. No payment in advance shall be made to the contracted agency / vehicle provider by this office.
26. The service provider shall provide a self attested copy of the proprietor's Pan Card, Service Tax Registration Number & copy of Income Tax Return filed for the previous two years. Service Tax shall not be reimbursed by this office to the contracted agency / vehicle provider in case of failure of providing proof of payment of the tax to the proper office and filing of Service Tax Return by the stipulated date.
27. The service provider shall be required to provide a self attested copy of the Registration document of the hired vehicle with the concerned State Transport Authority.
28. In case of any dispute concerning the hiring of the vehicle by this office from the service provider /vehicle provider, the decision of the Commissioner, Central Excise & Service Tax, Morellow Compound, 110, M.G. Road, Shillong - 793001 shall be final and binding. The Commissioner also reserves the right to secure the fulfillment of other conditions, not expressly mentioned herein which are otherwise consistent and necessary with the use of the hired vehicle.
29. The service provider shall undertake to indemnify by this office against all damages / charges arising on account of or connected with the negligence of the service provider/ contracted agency or its staff or any person under his control whether concerning public or any person in general while executing the contracted work or otherwise and against all claims and demand thereof.
30. The vehicle shall be physically inspected after approval of Technical Bids and before approval of the Financial Bids.
31. The engagement of the service provider does not in any way confer any right to the service provider or the driver(s) that may be deployed by him with the vehicle, for claiming any regular employment in this office or any other government office.

Sd/-
(Chandan Biswas)
Assistant Commissioner

TECHNICAL BID

Name, Address and Telephone No. of the Tenderer:

Name and address of the Proprietor/Partner/Directors:

Qualification criteria for Technical Bid

1. I/We have valid PAN Yes / No
2. I/We have attached copy of PAN Yes / No
3. I/ We have Service Tax Registration (If applicable) Yes / No
(If Service Tax is not applicable then declaration
to this effect may be given)
4. Make & Model of vehicle (s)
5. Registration No. of Car
Additional evaluation criteria
6. Total number of commercially registered cars owned _____
(please fill Number opposite)
7. In 2015-16 provided cars on hire for over 6 months to Yes / No
Central / State Government / Public Sector offices
8. If reply to 7 above is yes then provide the names of the _____
Offices.

%d have read the terms & conditions of the Tender Notice+

Signature

Name of the Authorised Signatory

Seal / Stamp

FINANCIAL BID

1. Name, Address and Telephone number of Tenderer:
2. Name and address of the Proprietor/Partner/Directors:
3. Service Tax Registration Number (if applicable)

Rate per vehicle (exclusive of Service Tax)

Category of Vehicle	Rate in Rs. (exclusive of Service Tax)
Small size vehicle to be used for 2000 KMs in a month	
Extra KM charges i.e. for use beyond 2000 KMs in a month.	

"I have read the terms & conditions of the Tender Notice"

Signature

Name of the Authorised Signatory

Seal / Stamp

DECLARATION

I hereby certify that the information furnished in ANNEXURE – 'A' AND ANNEXURE – 'B' is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorised Signatory/owner with date)